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VILLAGE OF ESTERO, FLORIDA

RESOLUTION NO. 2015-34

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF ESTERO, FLORIDA, ESTABLISHING THE
POSITION OF COMMUNITY DEVELOPMENT DIRECTOR;
PROVIDING FOR THE AUTHORITY OF THE VILLAGE
MANAGER TO FILL THE POSITION OF COMMUNITY
DEVELOPMENT DIRECTOR AS EITHER AN EMPLOYEE
OR AS A CONTRACTOR OF OR CONSULTANT TO THE
VILLAGE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Article VIII of the State Constitution, and Chapter 166 of the Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Village of Estero was incorporated by referendum held on November 4 3, 2014 and the Village Council was elected on March 3, 2015, pursuant to the Charter of the Village of Estero ("Charter") created by Ch. 2014-249, Laws of Florida; and

WHEREAS, the Charter provides that the Village Council shall have the broadest exercise of home rule powers permitted under the state Constitution and the laws of the state; and

WHEREAS, the Village of Estero has immediate need of a Community Development Director, as either an employee of the Village or as a contractor of or consultant to the Village, in order to manage the large number of applications that it receives pursuant to its Transitional Comprehensive Plan and Transitional Land Development, and to supervise and coordinate the land use and building permit process with respect to all zoning, planning, building and development requests, and with respect to all code enforcement activities, by acting as the principal liaison with the Lee County Department of Community Development, or whichever private contractor(s) are providing such services to the Village of Estero; and

WHEREAS, the Village Council desires to have the engagement of such a Community Development Director in place at the earliest possible time; and

NOW, THEREFORE, be it resolved by the Village Council of the Village of Estero, Lee County, Florida:

SECTION ONE. Establishment of Position of Community Development Director.

45 The Village Council hereby establishes the position of Community Development Director
46 with the duties and responsibilities as are detailed and set forth in Exhibit A attached hereto and
47 made a part hereof.

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49 **SECTION TWO. Reporting Relationship.**

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51 The Community Development Director shall report to the Village Manager.

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53 **SECTION THREE. Filling such position.**

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55 The Village Manager shall take all reasonably and necessary steps to fill such position as
56 soon as possible. Due to the need for such a position to be filled immediately, no posting or
57 request for qualifications shall be required, unless the Village Manager determines such action
58 would be in the best interest of the Village. The Village manager is authorized to fill such
59 position as either an employee of the Village or as a contractor of or consultant to the Village, on
60 such reasonable terms as the Village Manager may negotiate.

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62 **SECTION FOUR. Effective Date.**

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64 This Resolution shall take effect immediately upon adoption.

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66 **ADOPTED BY THE VILLAGE COUNCIL** of the Village of Estero, Florida this 3rd
67 day of June, 2015.

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69
70 Attest:

VILLAGE OF ESTERO, FLORIDA

71
72 By: Kathy Hall
73 Kathy Hall, MMC
74 Village Clerk

By: Nicholas Batos
Nicholas Batos
Mayor

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76
77
78 Reviewed for legal sufficiency:

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80 By: Burt Saunders
81 Burt Saunders, Esq.
82 Village Attorney

VILLAGE OF ESTERO

COMMUNITY DEVELOPMENT DIRECTOR

DUTIES AND RESPONSIBILITIES

A. General Scope: The Village of Estero is in need of an individual to serve as its first Community Development Director. The Village Manager shall fill this by engaging either an employee of the Village of Estero, or a contractor or consultant to the Village. All specific persons who will provide such services as an employee or as a contractor or consultant shall be identified and shall provide detailed resumes. This position shall report to the Village Manager.

B. Services to be Provided:

1. Provide information to the general public as it relates to all land development, zoning and planning, building services, and code enforcement activities within the Village;
2. Provide information to builders and developers, and their representatives, as it relates to policies and procedures within the Village relative to land development, zoning and planning, building and code enforcement activities within the Village;
3. Oversee the development, maintenance, and updating of land use and zoning maps as required by local and state agencies;
4. Attend all Village staff meetings, all Village Council meetings, and any workshops of the Village Council at which attendance by the Community Development Director is deemed necessary by the Village Manager;
5. Attend all meetings of the Village Planning and Zoning Board and the Design Review Board, and all workshops of such. Advise and assist such Village Boards in all of their meeting preparations, hearings, and deliberations;
6. Advise and assist the Village Planning and Zoning Board with respect to its duties as the Local Planning Agency for the Village, and with respect to all of its other powers and duties under Village Ordinance No. 2015-01, including, without limitation, with respect to the comprehensive planning program of the Village, the development the

EXHIBIT A TO VILLAGE OF ESTERO RESOLUTION NO. 2015-34

initial comprehensive of the land development code for the Village, and the development of the initial land development code for the Village;

7. Advise and assist the Village Design Review Board with respect to its duties under Ordinance No. 2015-01;
8. Attend all County and State agency meetings and forums relating to land development, zoning and planning, and building activities as requested by the Village Manager, and report back to the Village Manager regarding meeting agendas, goals, and any relevant discussions;
9. Supervise and coordinate the land use and building permit process with respect to all zoning, planning, building and development requests, and with respect to all code enforcement activities, by acting as the principal liaison with the Lee County Department of Community Development, or whichever private contractor(s) are providing such services to the Village of Estero;
10. Develop, establish, and supervise the system for the issuance of certificates of use and occupational licenses for the Village of Estero;
11. Act as liaison between the Village, County, SW Florida Regional Planning Council, South Florida Water Management Agency, State Department of Economic Opportunity, and other governmental agencies or boards having an impact on land development, zoning and planning, building, and code enforcement activities within the Village of Estero;
12. Develop ordinances, policies and procedures regarding all land development planning and zoning, building and code enforcement activities, and develop schedules and time frames for the processing of all such activities;
13. Provide information to the Village Manager and Village Council on all relevant and applicable planning issues relating to the foregoing services;
14. If this position is filled by a contractor or consultant, provide their own internal support services attendant to the above; and
15. Perform any and all related services required by this position as directed by the Village Manager.

C. Requirements.

1. Experience: The principal provider of the foregoing services shall be a graduate of an accredited four-year college or university with a degree in Urban Planning, Public Administration, Architecture, Historic Preservation or Urban Design or a closely related field (preferred would be a Master's degree in planning, public administration, business management, or a related field). Such education would be supplemented by at least 10 years of progressively responsible experience in planning, zoning, growth management, and managing public sector community development programs, resources and operations. An equivalent combination of training and experience may be substituted at the Village's discretion for required education, experience and/or management experience. AICP designation required. Residency in the Village of Estero is not required.

In addition, the ideal person to provide such services will be expected to interact with customer and stakeholder groups to identify and implement creative improvements to the land development, zoning and planning building, and code enforcement process. There should be a proven record of embracing innovation and encouraging cross-functional partnerships to achieve results. Such person should possess high personal integrity and ethical behavior with a proven record of progressive leadership and accomplishment, preferably in the public sector. The candidate should have experience managing opportunities and challenges presented by steady growth in development, population and demand for services.

2. Time. The position shall be filled immediately. No posting or request for qualifications is required unless the Village Manager deems it would be in the best interest of the Village.